

Creative JOB SEARCH

SELF-MANAGEMENT SKILLS

*You use self-management skills every day to survive.
Self-management critical and adaptive skills are important
because employers hire people who will fit in with the work group.*

CRITICAL SKILLS

Follow Instructions	Get Things Done	Punctual
Get Along Well with Others	Honest	Responsible

ADAPTIVE SKILLS

Assertive	Integrity	Self-Motivated
Assume Responsibility	Intelligent	Sense of Direction (Purpose)
Competitive	Inventive	Sense of Humor
Complete Assignments	Kind	Sensitive
Creative	Learn Quickly	Sincere
Decisive	Mature	Sociable
Dependable	Open-Minded	Tactful
Detail-Oriented	Outgoing	Tolerant
Diplomatic	Patient	Tough
Enthusiastic	Persistent	Trusting
Flexible	Physically Strong	Understanding
Friendly	Pleasant	Willing to Learn New Things
Highly Motivated	Proud of Doing a Good Job	
Ingenious	Results-Oriented	